

Records

WAC 296-823-170

Summary

YOUR RESPONSIBILITY:

To obtain and maintain required records

You must

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Maintain a sharps injury log WAC 296-823-17010	170-3

Records



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Rule

WAC 296-823-17005

Establish and maintain medical records

You must

- Establish and maintain an accurate medical record for each employee with occupational exposure
- Make sure this record includes **all** of the following that apply:
 - Name and Social Security number of the employee
 - A copy of the employee's hepatitis B vaccination status, including the dates of all the hepatitis B vaccinations
 - Any medical records related to the employee's ability to receive vaccinations
 - The HBV declination statement
 - A copy of all results of examinations, medical testing, and follow-up procedures related to post-exposure evaluations
 - Your copy of the health care professional's written opinion
 - A copy of the information provided to the health care professional as required.
- Make sure that employee medical records are:
 - Kept confidential
 - Not disclosed or reported to any person, without the employee's written consent, except as required by this section or as may be required by law.



Note:

- In some industries, a medical record is also known as the employee health file.
- You may contract with the medical professional responsible for hepatitis B vaccination and post-exposure evaluation to maintain employee records.



Reference:

- You need to follow additional requirements for medical records found in WAC 296-802, Employee Medical and Exposure Records.



WAC 296-823-17010

Maintain a sharps injury log



Exemption:

- You are exempt from the requirements to record contaminated sharps injuries if you have 10 or less employees.

You must

- Record contaminated sharps injuries on your OSHA 300 or equivalent log.



Reference:

- Requirements for the OSHA 300 log are found in chapter 296-27 WAC, Recordkeeping and Reporting at <http://www.lni.wa.gov/wisha/rules/recordkeeping>.



Helpful Tool:

Sharps Injury Log

You can find a sample form for recording sharps injuries in the Resources section of this chapter.

You must

- Record and maintain contaminated sharps injury information in a way that protects the confidentiality of the injured employee
- Also record the following additional information for contaminated sharps injuries:
 - The type and brand of device involved in the incident
 - The department or work area where the exposure incident occurred
 - An explanation of how the incident occurred.

-Continued-



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Rule

WAC 296-823-17010 (Continued)

You must

- Maintain your contaminated sharps injury records for 5 years.



Note:

- You may record the additional information in any format you choose, such as on the OSHA 300 and 301 forms. It must be retrievable and identifiable to each specific injury.

